

Income Survey Guide Letter

[Date]

SUBJECT: Rural Development Income Survey Guide

TO: [Community/Organization]

The attached Survey Guide may assist you in developing an income survey to meet the requirements of USDA Rural Development(RD). This guide may also be used in conjunction with other funding agencies guides when joint financing is anticipated.

Before taking on the expense of conducting a survey for grant eligibility purposes only, you should consider that Median Household Income is just one element in determining whether an applicant is eligible for grant funding. Other elements include the debt service on the facility, monthly user cost for similar systems, whether the project is necessary to alleviate a health or sanitary problem (as documented by a letter from a regulatory agency), and amount of available funding in the RD State allocation.

I am available to discuss these and other elements before you make a final decision to perform a survey. You can reach me at the number above or by email at xxx.xxx.wa.usda.gov.

[AT YOUR SERVICE]
[Xx Xx], Area Specialist

cc via email:
Sandi Boughton, Community Programs Director
[AD Name], Area Director